

HOUSING AUTHORITY OF THE TOWN OF COLCHESTER
MINUTES REGULAR MEETING
NOVEMBER 16, 2023

The Regular Meeting of the Board of Commissioners of the Housing Authority of the Town of Colchester was called to order at 7:00 p.m.

Commissioners Present:	Marion Spaulding, Chairperson Janet LaBella, Member Denise Salmoiraghi, Treasurer Michael Dankiw, Tenant Commissioner
Commissioners Absent:	None
Guests Present:	Residents of Dublin Village (3), Residents of Ponemah Village (5), & Applicant for residency (1)
Others Present:	Former Executive Director/Wife & Previous Executive Director (3)
Staff Present:	Consultant: Interim Executive Director - Kim Haddad Resident Services Coordinator – A. Hutchins Maintenance Staff – A. Lamy

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COLCHESTER, CT
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CLERK

Public Time: (Comments/discussion will be limited to 3 minutes per person)

Residents of Dublin Village shared concerns about the snow removal/deicing of the walks for the upcoming 2023/2024 winter season. Residents of Ponemah Village asked questions regarding the solar panels located at the property/the benefits received, the parking lights regarding plow lines, landscaping – fall clean up, and a rent increase that was approved by the Board of Commissions this year. The Board of Commissioners/Staff assured residents that a snow removal contractor has been hired and that the walks will be maintained during the 2023-2024 winter season; the solar panels at Ponemah provide an offset to the electricity of common spaces generated at the village and CHA Maintenance staff continues to perform landscaping at both villages; Commissioners verified that a rent increase (\$15) was approved this year. An applicant on the waiting list, who turned down signing a lease for two different units at Ponemah, complained about having to complete a new application; CHA policy states - after two refusals of the offer for a unit, a new application must be completed.

Commissioner Salmoiraghi moved to take the agenda out of order at 7:20 pm and enter into Executive Session to discuss legal matters and staff concerns; seconded by Commissioner LaBella. All Commissioners voted in favor. So, moved.

Executive Session:

Commissioner Salmoiraghi moved to come out of Executive Session at 7:51 pm and resume the regular business agenda items; seconded by Commissioner LaBella. All Commissioners voted in favor. So, moved.

Approval of Meeting Minutes, October 19, 2023: Members reviewed the meeting minutes from the Regular Meeting, October 19, 2023; there were no questions, comments, or concerns.

Commissioner LaBella moved to approve the Regular Meeting Minutes, October 19, 2023, as submitted; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.

Administration Report: A. Hutchins reported on the vacancies, maintenance, other updates, the waiting list, Affirmative Fair Housing Marketing Plan, CHFA training and RSC events. There are currently 6 vacancies (2 at Dublin/4 at Ponemah, which does not include D20), with 3 showings scheduled for Monday and 2 units are waiting to be cleaned after being painted. Three (3) leases have been signed with a 12/1 move in date. The expired waiting list continues to be updated/purged. The new waiting list was opened and advertised (neighboring HA's, Colchester SC, Colchester DSS and State of CT Statewide) with a close date of 11.17.2023, responses have been positive. Maintenance work orders generated this month were 24, with 22 completed, the other 2 work orders are awaiting parts for repair. The Auto Trader ad for the truck went live on November 9, 2023; the members reviewed the legitimate responses, A. Hutchins will reach out with a counteroffer to the highest offer, which was \$40K. A. Hutchins will draft the Affirmative Fair Housing Market Plan for submission to DOH and CHFA. A. Hutchins to research the cost of CHA training and submit to the board for approval and payment. RSC events: November newsletter was created and distributed to residents; Chatham Health conducted Flu/Covid shot clinics at both villages in October, an upcoming clinic for blood pressure and diabetes is in discussion for December. Residents are having a Potluck Thanksgiving Lunch on Tuesday, November 21, 2023, at Dublin Village.

Financial Reporting: No financial reporting update for this meeting, John S. Sullivan, C.P.A, 92 High School, Medford, MA has been contracted to provide monthly/quarterly/semi- annual and annual income and expense financial reports (budget vs actual) for all projects, roll out and implementation has begun.

Resolution: Approve Personnel Policy, Including Job Descriptions: Members tabled this item from last month for more time to review. Commissioners reviewed the Personnel Policy and Job Descriptions and made comments – small revisions to the policy and job descriptions.

BE IT RESOLVED: Commissioner LaBella moved that the previously submitted Personnel Policy, Including Job Descriptions, with agreed upon revisions, be approved and instituted; seconded by Commissioner Dankiw. All Commissioners voted in favor. So, moved.

Discussion and Possible Action: Consulting Services: October 2023 Consulting Services Invoice was reviewed and approved by the board for payment. Commissioners reviewed the Administrative Services Agreement between CHA and Willimantic Housing Authority.

Commissioner LaBella moved to extend the current Administrative Services Agreement by and between Colchester Housing Authority and Willimantic Housing Authority through March 31, 2024; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor. So, moved.

Discussion and Possible Action - Additional Policies for Consideration: Anti-Harassment Policy and Complaint Procedures; Accident/Incident Investigation Policy and Workplace/Domestic Violence Policy. Members reviewed the additional policies for consideration previously distributed July/August. **Tabled** for more time to review until next month.

Other Business – K. Haddad update

- Breeds Tavern budget, voted on last month by the Board of Commissioners, was submitted and approved by DOH; an updated spreadsheet of recertification/unit inspection by tenant at Breeds Tavern was distributed and discussed by members.
- Update on opening of lottery waiting list (November 6 – November 17, 2023).
- Update on meeting with Pacacha Law LLC regarding moving forward with delinquent residents. Procedure will be: 1) execute an in-house agreement for any resident who is not severely delinquent and can be paid in full in 12 months or less (with a NTQ being issued if the in-house agreement is not adhered to); and 2) NTQ for all other delinquent residents.
- The new CHA software is being rolled out, there is an abundance of information that needs to be input to get up and running.
- Shorts Landscaping was hired for Snow Removal 2023-2024; CHA will be responsible for the walks. Salt/Sand will be stocked, and on-site snow removal equipment will be inspected to assure optimal running condition. CHA Maintenance Staff will relocate the siding from the trailer so that the trailer can be utilized.
- Meeting Schedule for 2024 has been sent to the Town Clerk for posting/filing.
- Breeds Tavern vacant units (2) are nearly complete and ready for occupancy.
- Shorts Landscaping has submitted a quote for Breeds Tavern Tree Pruning (\$3,075), members discussed an alternative of having Willimantic Maintenance staff perform the task; K. Haddad will see if the timing works for that task to be accomplished by Willimantic Maintenance staff – if not the quote provided by Shorts Landscaping will be executed.
- Reliable Auto has presented a quote to relocate the Generator from Taylor Road to Dublin Village.

Executive Session: **Commissioner Salmoiragi moved to enter into Executive Session to discuss CHA business matters/staff concerns at 9:20 pm; seconded by Commissioner Dankiw. All Commissioners voted in favor. So, moved.**

Members came out of Executive Session at 9:31 and moved to Adjourn.

Adjournment:

Commissioner Dankiw moved to adjourn the meeting; seconded by Commissioner Salmoiraghi. All Commissioners voted in favor; so, moved. The meeting was adjourned at 9:32 p.m.

Respectfully submitted,

Marion K. Spaulding

Marion Spaulding

Chair

